

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday May 25, 2022

1. Call to Order

President Ryan Ivemeyer called the meeting to order at 6:33 pm CST.

2. Board of Trustee Roll Call

- *Present:* Ryan Ivemeyer (*President*), Pat Graceffa (*Vice President*), Vivian Santos-Buch (*Secretary*), and Allison Short (*Trustee*),
- *Also Present:* Genna Mickey (*Library Director*)
- *Late arrival:* Michelle Damadeo (*Treasurer*)
- *Absent:* Tommy Thomson (*Trustee*) and Glenda Peck (*Trustee*)

3. Public Comment

- None
 - a. Pledge of Allegiance

4. Approval of Meeting Minutes

- a. April 27, 2022 Regular and Closed Session Meeting Minutes reviewed.

Pat Graceffa motioned to approve both the open and close meeting minutes for April 27, 2022. Vivian Santos-Buch seconded.

April 27, 2022 Board Meeting Minutes Approved.

5. Correspondence

- None.

6. Review of Financial Reports

Genna Mickey reviewed the *April 2022 Expenses by Vendor Summary* report. Transactions of note:

- *9 to 5 Seating* (\$1,337.22) – NOW Space furniture
- *Krueger International, Inc.* (\$9,724.60) – NOW Space furniture
- *ILA* (\$500) – three staff members ILA Conference registration
- *SWAN* (\$4,658.70) – last quarterly payment for the year
- Couple staff reimbursements
- *Not Specified* (\$29,635.25) – two payroll cycles

Genna also reviewed the Budget vs. Actual report. 84% spent with six weeks to go in the fiscal year. Genna noted that the self-checkouts will make it over budget. She checked with accountant who explained that the legal spending limit (B&A) is set for a higher amount than the budget so it will not be overspent.

7. Approval of the April 2022 Check Register

Allison Short motioned to approve the April check register in the amount of \$87,599.26. Pat Graceffa seconded.

All in favor.

Motion carried.

April 2022 Check Register Approved.

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8. Director's Report

Genna reviewed her Director's Report for April/May.

- Illinois Library Code requires an annual action to vote on the unserved areas that fall in the Hinkley Library District. Agenda items below.
- Genna negotiated Metronet three-years' service contract for \$526.50, which is about \$200 per month savings. Agenda item below.

9. Board Representative Reports

Building and Grounds

- Village completed inspection, pointed out two little latches on electrical boxes.
- NOW Space is still not complete. Waiting for marker boards and a couple other last-minute things but construction company is waiting for the boards to arrive to come in and do it all at once.
- Leak in Board Room continues to occasionally act up.
- Discovered front door count has not been working properly, possibly for the last two years.
- There have been several changes in staff.
- Grooving in the Grove permit approved. June 16th is the first show.
- Volunteer and volunteer hours continue to be very low.

Finance

- Conversation with Jamie Rachlin who said that we should budget \$2,500 to 10,000 for their services.

Personnel/Policy

- None.

Strategic Planning

- Strategic Plan (long version) is on the website.

10. Friends and Foundation Reports

- Pat offered for the Foundation to cover something (like refreshments) for the NOW Space grand opening on June 4th.

11. Trustee Open Comments and Discussion

- Allison Short participated in a Library Budget webinar.

12. Old Business

a. Referendum Readiness

- i. 79 days before election (January 2023) we should vote to put it on the ballot (April 2023).

13. New Business

a. Non-resident card fee program

- i. Vote that we are not offering a non-resident card fee program.

Michelle Damadeo motioned to vote no to the non-resident card fee program. Allison Short seconded.

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All in favor.
Motion carried.

Non-Resident Card Fee Program Approved.

b. Chapman and Cutler, LLP Service Contract

- i. We need a company like this to prepare the paperwork and wording for the ballot
- ii. \$4,000 fee, which would be waived if referendum is not successful.
- iii. Board discussed that they are knowledgeable of the library's history.

Allison Short motioned to accept the Chapman and Cutler, LLP Service Contract. Michelle Damadeo seconded.

All in favor.
Motion carried.

Chapman and Cutler, LLP Service Contract Accepted.

c. Metronet Service Contract

- i. Original quote: \$495; then come back this morning to \$525.
- ii. Current provider's cost: \$740
- iii. It is a three-years contract
- iv. Installation may take a couple of months; the latest will be August

Pat Graceffa motioned to approve the Metronet contract. Vivian Santos-Buch seconded.

All in favor.
Motion carried.

Metronet Contract Approved.

d. Working Budget

- i. Genna reviewed the working budget with the Board.

Michelle Damadeo motioned approve the Working Budget for 2022-2023 fiscal year. Pat Graceffa seconded.

All in favor.
Motion carried.

Working Budget Approved.

14. The Board toured the NOW Space

15. Items for next month

- Meeting Room policy addendum, which expires in June
- New Meeting Room policy for new studio rooms
- Approve Tentative B&A

16. Adjournment

Pat Graceffa motioned to adjourn the meeting at 8:21pm. Vivian Santos-Buch seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.